



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTANT TRAINEE

\$2,772.00 - \$3,210.00

REVOLVING FUND UNIT

SACRAMENTO

RESPONSIBILITIES:

Under the general supervision of the Accounting Administrator I, performs professional and semi-professional accounting work in the maintenance of fiscal records for the Revolving Fund Unit within the Accounting office. Duties includes: audit and schedule the more complex in-state travel claims, out-of-state and out-of-country claims, and vendor expense advance payments; prepare, post, and reconcile CALSTARS input documents of all transactions in the Office Revolving Fund; determine the appropriateness of the program cost account (PCA) used to charge each program; analyze CALSTARS DO2 and D11 reports on an ongoing basis to ensure that outstanding advances and document file with abnormal balances are cleared timely; audit and schedule employee training expenses for reimbursement; reconcile and collect outstanding ORF advances each month by preparing collection letter to employees advising them to clear outstanding advances by submitting travel claim or personal check. Maintain and revise departmental travel guide in accordance with DPA rules and regulations and assist with the revision and updating of desk procedure as necessary. Provide travel training to departmental staff.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience in State accounting principles, methods and procedures.
- Knowledge of the principles and practices of CALSTARS.
- Knowledge of general governmental accounting, budgeting and fiscal control methods.
- Have excellent oral, written and analytical skills.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Accountant Trainee level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Jovi Balaoro, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Accountant Trainee-Revolving Fund" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: June 23, 2000 or until filled.

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

6/9/2000